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 **P.O. Box 511 Siler City, North Carolina 27344 (919) 663-3481**

**APPLICATION FOR EMPLOYMENT
POSTION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_

 Last Name First Name Middle Initial

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip Code

Phone Number: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT INFORMATION**

Are you legally eligible to work in the United States? \_\_\_ Yes \_\_\_ No

Are you at least 18? \_\_\_ Yes \_\_\_ No

Check type of employment desired. \_\_\_ Full time \_\_\_ Part time

Check days available for work: \_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thur \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

Date available to start work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ What hours are you available to work?\_\_\_\_\_\_\_\_\_\_\_

Have you ever worked for Chatham Trades before? \_\_\_ Yes \_\_\_ No If yes, give dates:

Have you ever been dismissed or forced to resign from a prior job? \_\_\_ Yes \_\_\_ No If yes, describe in detail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic violation)? \_\_\_ Yes \_\_\_ No If yes, list all offense(s) and date(s) of conviction/plea and county/city/state of conviction. (Note: Conviction of a crime will not necessarily prevent acceptance for employment.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of School | Name and Location of School | Years Attended | Did you Graduate? | Type of Degree |
| High School |  |  |  |  |
| College |  |  |  |  |
| Graduate or other |  |  |  |  |

Do you have any specific skills, abilities, or experiences that are applicable to the job for which you are applying? If so, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES** (Do not list relatives or previous supervisors.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Phone Number | Relationship |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**WORK EXPERIENCE**

Note: Start with most recent position, furnish dates and explanations for each period of unemployment of one month or more.

|  |  |  |  |
| --- | --- | --- | --- |
| Present/Last Employer | Type of business | Address | Phone Number |
| State Date:Leave Date: | Job Title | Final Pay Rate$\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_ | Supervisor’s Name |
| Brief description of job and duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason for Leaving |
| Past Employer | Type of business | Address | Phone Number |
| State Date:Leave Date: | Job Title | Final Pay Rate$\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_ | Supervisor’s Name |
| Brief description of job and duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Past Employer | Type of business | Address | Phone Number |
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| Reason for Leaving |
| Past Employer | Type of business | Address | Phone Number |
| State Date:Leave Date: | Job Title | Final Pay Rate$\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_ | Supervisor’s Name |
| Brief description of job and duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason for Leaving |

**APPLICANT STATEMENT**

By signing my name below, I (1) certify that all statements made by me on this application are true and complete to the best of my knowledge and that I understand that mis-representations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired, and (2) understand that nothing contained in this application or in the interview process is intended to create an employment contract between Chatham Trades, Inc. and me, and (3) authorize the employer to contact and obtain information from all references, employers, public agencies and others to verify the accuracy of all information provided in this application. I hereby waive all rights and claims I may have regarding the employer for seeking, obtaining and using truthful information in the employment process and all other persons corporations or organizations for furnishing such information about me. If this application results in my employment, I understand I have a right to terminate my employment at any time and for any reason and Chatham Trades, Inc. retains a similar right. I further understand that no representative of Chatham Trades, Inc. has any authority to enter into any agreement with me for any specified period of time or to guarantee some other personnel benefit. I further understand this entire statement applies to the period prior to or after I may be employed. I understand this application will remain current for only thirty (30) days and after that time, it will be necessary for me to reapply and fill out a new application.

I hereby acknowledge that I have read and understand each of the above statements.

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**